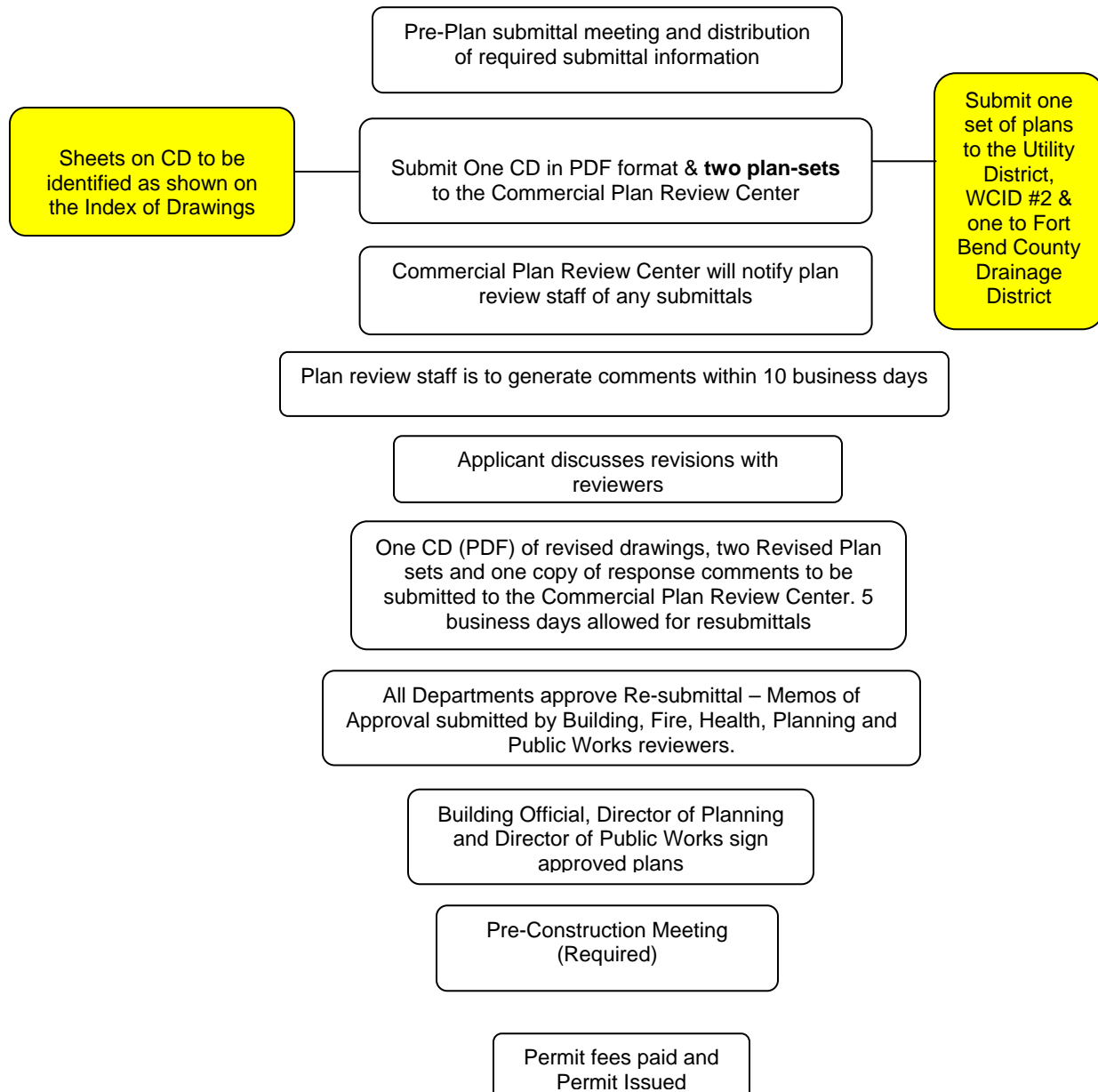




**City of
Missouri City**
Planning & Development
Services Department
1522 Texas Parkway
Missouri, TX 77489
(281) 403-8600 / Fax: (281) 403-8983
www.missouricitytx.gov

Building Permit Review Process

Development Services





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Building Permit Review Plan Submittal Checklist

Current Codes

International Building Code 2006 * / International Fire Code 2006*

International Mechanical Code 2006* / International Plumbing Code 2006*

International Energy Code 2006*

International Fuel Gas Code 2006*

National Electrical Code 2005*

*Amendments

www.missouricitytx.gov

PLAN SUBMITTAL CHECKLIST

What information do I need to include as part of my building plan submittal package?

1. **Two bound full sets of plans (minimum)**
2. **One CD in PDF format / number drawings as shown on the Index of Drawings**
3. Architectural Barriers Number for projects over \$50,000.00
4. 1 set of specifications
5. Signed Building Permit Application form / fill out all line items
6. Fees as determined from Schedule / to include plan review fees
7. Sufficient calculations and information to substantiate that the documents conform to the code(s) must be submitted.
8. Address as noted on the recorded plat / with CenterPoint written confirmation
9. One (1) copy of the Material Safety Data sheets.
10. General Building Limitations ([chapter 5 & 6](#)) ([Table 503](#))
 - A. [Area Modifications](#) ([calculations](#))
11. Single occupancy or nonseparated uses ([302.3.1](#))
 - A. [check Allowable Area section](#) ([506.4](#))
12. **Elevation Certificate (FEMA)**
 - A. Pre-Construction Elevations Certificate required, whether or not the project is in the Flood Plain
 - B. Finish-Construction Elevation Certificate required prior to requesting any final inspections

BUILDING SUBMITTAL (new and addition)

A. Site Plans (Plan size 24" X 36")

B. Floor Plans

C. Elevations/Sections

1. Wind Bracing

D. Building Plan Structural Submittals

- a. Exposure category and factors (wind) ([B](#))
- b. Seismic use group and design category,
- c. Minimum wind design speed for the City of Missouri City is [110 mph 3 second gust](#).

E. Framing Requirements (Floor & Roof Framing)

F. Masonry Construction Requirements

G. Structural Component Plan Submittals

H. Specific Component Submittal Requirements

1. Truss plan requirements
2. Metal building plan requirements
Design loads with complete structural calculations for all beams, columns, girt, and purlins, connections, bracing, roof and wall panels. **110 mph 3 second gust.**

I. Fire-Resistive Details

1. Design and listing of walls, ceilings, and roof systems (if required to be rated),
2. Materials used in the assembly
4. Assembly listing source, and
5. Firestopping and firesafing (comply with tested & listed firestop systems) IBC 711
6. Opening protective assemblies (label, size limits) IBC section 714

J. Building Envelope Thermal Calculations

1. City of Missouri City also accepts thermal performance calculations generated by the **COMcheck-EZ** computer program. It is available for free download from the internet at **Commercial Energy Conservation Requirements:** http://energycodes.org/comcheck/com_dwn.html
1. Provide a compliance report under the 2006 IECC with your permit application documents and plan sets.
2. Certification will require a signed document that shows the name, signature, and ICC commercial plans examiner with registration number or equal. This is a third party Commercial Energy Inspector, certified with any of the model codes. To be hired by the G.C. and/or owner.
3. Plan review will use D.O.E. COM check – EZ or equal. Software is available from www.energycodes.gov (free of charge)
4. **To qualify for a certificate of occupancy**, provide copies of cover inspection and final inspection. Certified by an ICC Commercial Energy Inspector, with date, registration number and signature or equal. Fax transmission is acceptable. [Fax # 281.403.8983](tel:2814038983)
5. An energy inspection will be added to the required list of building permit inspections. The automated computer system will not allow a building final inspection to be scheduled until an approved energy inspection has been posted in the system.

K. Miscellaneous Calculations

1. Occupant load and exit width calculations, especially for large building.
2. Grade plane, height and number of stories above grade plane.
3. Sanitary fixture determination, minimum number of each fixture type.
4. Hazardous materials control area quantities (if applicable).

L. Lighting Plans

M. Miscellaneous Lighting

1. A photometric lighting plan will be required at time of submittal.

N. Landscape Plans, Stamped by a TX Licensed Architect

BUILDING SUBMITTAL (Alterations)

A. Tenant Space Plans In Multiple Tenant Buildings

1. Location of project within the building.

B. Other Building Alterations Submittals

1. **Note:** In addition to the “general” and “occupancy” requirements shown on plans for the work being done, a SCHEMATIC of
2. Existing floor plans, etc.
3. Exit and stairway locations and,
4. Existing barrier-free features (entrances, toilet, etc.)

LEASE SPACE BUILDOUT/REMODEL CHECKLIST FOR PLAN SUBMITTAL*

One CD in PDF format & two (2) plan sets to scale, fully dimensioned plans must be submitted and shall include the following: **See flow chart for PDF requirements**

Cover Page will include:

Name of project
Address
Names of Architect and Engineer
Applicable Codes

Code Analysis will include:

Type of construction
Occupancy type
Square footage
Actual area/height
Area height modifications
Fire flow
Rated assemblies (i.e., Corridors, Mechanical Room, columns, tenant separation partitions)
Fire protection systems
Travel distance actual and required
Exit width actual and required
Interior finishes
Rest Rooms type (public or private) actual and required

Fire Protection System Plan Review Submittal Requirements

This is not an inclusive list of Fire Code requirements:

A CD in PDF format & three copies of shop drawings, calculations and manufacture cut sheets for review and permitting. **Sheets on CD must be identified as shown on Index of Drawings**

Submit one CD in PDF format and 3 sets of plans for all fire protection system reviews.

Fire Underground

1. Installer's state license
2. Fire sprinkler system 13 or 13R with remote fire department connection; provide location of fire department connection within 100 feet of a fire hydrant.
3. Manufacture specifications and cut sheets for vault, fire department connection, valves, fire hydrants, and pipe.
4. Diagram that shows location of thrust blocks.
5. Specifications on thrust blocks construction and method of backfill.

Fire Sprinkler System 13, 13R, or 13D

1. Installer's state license
2. Fire flow calculation from nearest fire hydrants
3. Hydraulic calculations for system
4. Manufacture specifications and cut sheets for valves, sprinkler heads, hangers, pipe and other devices (i.e. jockey pumps, air compressors) installed on system.
5. Location of inspector test and drains

Fire Alarm System

1. Installer's state license
2. Sequence of operation
3. Battery calculations
4. Manufacture specifications and cut sheets for all devices installed on system.
5. Location and number of HVAC smoke detectors tamper switches, and other supervised interconnects.
6. UL listing of monitoring station

Fixed Fire Extinguishing Systems

1. Installer's state license
2. Sequence of operation
3. Manufacture specifications and cut sheets for system, interconnects, and nozzles.
4. Location of manual activation devices

FIXED PROTECTION SYSTEMS REQUIREMENT

1. A minimum of two copies of shop drawings, calculations and manufacturer's cut sheets for review and permitting.
2. Plans and calculation shall be prepared as outlined in applicable NFPA code.
3. Name of owner/occupant, address
4. Designer's name, address, phone number
5. Installer's name and State License
6. Diagrams
7. Protected areas
8. Flow calculation
9. Container location (must be easily accessible and below ceiling)
10. Location of manual activation devices and location of manual overrides
11. Application devices (type of nozzles, number, and location)
12. Type and location of equipment protected

GRADING PERMIT

A Grading Permit is required prior to beginning site preparation. Construction equipment may be stored at the site, but no construction activity is allowed until the contractor obtains a Grading Permit.

A complete Site Plan including proposed paving, drainage and grading shall be submitted for approval. Other pertinent information including but not limited to landscaping, parking areas, monument sign locations, and driveways shall also be required to be shown on the plans. Detailed information shall be provided which shows existing and proposed site elevations. This information shall consist of contours, point elevations, grades, and slopes in enough detail to demonstrate what work are intended to be performed. For grading plans that will increase drainage runoff, drainage calculations shall be provided and improvements made to allow no negative impact to off-site facilities. All plans and calculations shall be prepared and sealed by a Texas Registered Professional Engineer.

When site plans are approved by Missouri City, a Building Permit will be issued by the City for site work only. It should be understood that the City would not be responsible for any changes that may affect the site preparation after final review of the complete building plans. The contractor and/or property owner is responsible for complying and coordinating with all other applicable local, state and federal regulations.

ALL CONSTRUCTION SITE RUN-OFF MITIGATION REQUIREMENTS MUST BE OBSERVED